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Maine Occupational Information Coordinating Committee Newsletter, January 1992

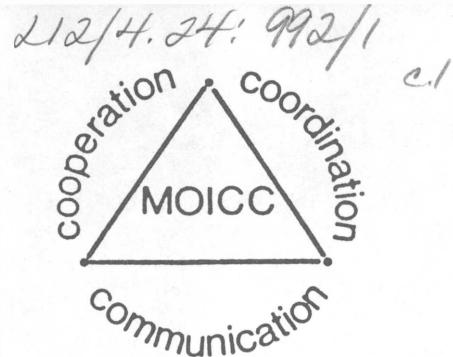
Maine Occupational Information Coordinating Committee

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Maine Occupational Information Coordinating Committee

NEWSLETTER
January 1992

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SUMMER CONFERENCE KEYNOTE CHOSEN

Dr. Anthony F. Gregorc has been selected as the keynote speaker and facilitator for this year's conference, "Dismantling the Dinosaur... Unleashing the Genius." The conference will be held at Central Maine Technical College in Auburn, Maine on June 22-23, 1992.

Drawing from a metaphor used by last year's keynote speaker, Jeffrey Hallett, the planning committee picked the dinosaur as the symbol of hierarchical systems that adapt slowly, if at all, to change. Dr. Anthony Gregorc, who is well-known for his research into styles of the mind and their subtle and not so subtle influences on human relationships, will lead us in an exploration of the roots of dinosaur-thinking.

Dr. Gregorc will be using education as the example of an organization with critical issues to be examined and resolved. Education touches all of us as we remember past encounters with our own education dinosaur. Our involvement continues as employees, parents, learners, school board members, taxpayers, or as employers hiring graduates of the system. In the larger sense, we're all teachers and learners. There are core assumptions and beliefs that affect all our interactions. But are our operating beliefs, assumptions and facts true today, for the people we are now, for the way we want to live our lives in the future?

We invite you to come take a look. The conference will be organized around an in-depth look at these issues, with Dr. Gregorc coordinating our learning throughout the two days. We're looking for a complex, under-the-surface exploration of education as a microcosm. Whether you're involved in school restructuring, preparing people for the workplace of the future, a business leader or manager, or involved personal growth and transformation, this conference will jolt your thinking and provide you with an opportunity to avoid extinction.

TAKE THE CHALLENGE AND BE THERE IN JUNE!

SPECIAL JOB SEARCH ISSUE

See inside for information on cover letters, job search techniques, interviews and more!!



**Dismantling the Dinosaur...
Unleashing the Genius**

June 22-23, 1992
Central Maine Technical College
Auburn, Maine

State House Station 71, Augusta, Maine 04333-0071
(207) 289-2331

FEB 06 1992

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Micro-OIS Ready for Distribution

The updated version of the Micro-Occupational Information System (OIS) is now available for distribution to Maine's education and training community. MOICC staff will be mailing out the diskettes and the User Guides to all Technical Colleges, Secondary Vocational Centers, and the various Jobs Training offices across the state. Any agency with an IBM-type personal computer with a minimum of 384K of memory and at least 2 megabytes of space available on a hard disk should be able to run the program. Any questions about the Micro-OIS should be directed to Denis Fortier at 289-2331.

The updated Micro-OIS contains the latest occupational employment projections for Maine in conjunction with related training output. With the information available in a supply-demand format, assessments of proper program training output in conjunction with the demands of the labor market can be initiated.

JOB SEARCH TECHNIQUES QUIZ

Number the following items 1-9, with 1 as the MOST EFFECTIVE job hunting technique.

- ___ a. Visit employment or personnel offices of companies.
- ___ b. Read help wanted ads in local papers.
- ___ c. Place a position wanted or situation wanted ad about yourself in the classifieds.
- ___ d. Use family, friends, relatives to help you find employment.
- ___ e. Try to talk in person to management.
- ___ f. Offer to do volunteer work.
- ___ g. Apply to the Job Service office in your area.
- ___ h. Use private employment agencies.
- ___ i. Rely on a skill training organization (JTS, WEET).

Answers on page 3.

JOB-HUNTING MISTAKES AND MISPERCEPTIONS

Here are some common misperceptions about job hunting.

- During an interview, you should wait until the end to ask questions. **Wrong.** Ask questions early and throughout the interview to learn about the job. You will be in a better position to target your responses to the position.

> You should memorize the questions you want to ask in an interview and you shouldn't take notes. **No!** Come in with a well-prepared list and take notes on the answers. You will look thorough and professional.

- Job hunting over the Christmas (or any) holiday is a waste of time. **Wrong.** Hiring is going on year-round. Christmas can be a very good time to job hunt since the budget approvals usually kick in January 1. Competition may be reduced because people are busy and put their search on hold.

> If you try to negotiate for more salary after a job offer is made, the employer will take back the offer. **Wrong.** Employers expect candidates to bargain for salary and nonsalary benefits. It's a signal that you are discriminating about where you work and that you are a good performer who deserves a good salary.

- Employers don't want to talk to job hunters who are expanding their network. **Wrong.** Most employers don't mind networking. In fact, many use it as a way to do ongoing recruiting of talent for their firms.

> It's improper and pushy to ask questions about the boss' management style, the company's stability, and company problems in an interview. **Wrong.** As long as you do it tactfully, these are smart questions to ask. Too many people find themselves in the wrong job because they were afraid to ask.

- If you are fired or laid off, all you can do is hope they give you a good reference. **Wrong.** Before you leave, or shortly afterward, go back and find out exactly what will be said to future employers who call for a reference. Summarize the agreement in writing. Don't forget to look at your personnel file to see what is on record.

> Once you've been fired, no one will touch you. **Not true.** Your attitude about the situation will determine how quickly you will be employed.

- If you're over 45, don't bother trying to job hunt. **Wrong.** Companies are looking for mature, experienced people with a good attitude and work ethic. The only time age is a serious problem is when the job hunter thinks it is.

> Constantly pestering an employer before or after an interview will show him or her that you should be hired because you are persistent. **Wrong.** There is a fine line between follow-up and pestering. A call a week or so after an interview shows interest, whereas a call a day provokes irritation.

Source: Joan Lloyd in *Wisconsin Careers*, September 1991.

QUESTIONS TO ASK IN THE INTERVIEW



Be prepared when you arrive at the interview with questions such as:

What are the responsibilities of the position?
What would be the ideal background for this position?
What skills are important in this position?
What job qualifications do you consider most important?
What type of training will I receive for this position?

What is a typical day like in this job?
May I see the work area?
Should I plan on working various hours outside of those stated in the job description I received, or is the work day pretty much as stated?

What would you be expecting from me in my first year?
What are some of the challenges I would face?
How will I get feedback on my performance?

Who would I be working with in this position?
Who will supervise this position?

What are some of the areas your firm is looking at for growth and expansion?
What are the areas most vulnerable to cut-backs?
Why is the job vacant?

When will a hiring decision be made?

Sources: *Oregon Careers* as quoted in *New Hampshire JOB Notes '91*; *Vermont Career Options 1991*; *Common Interview Questions List*, Karen Brownell, 1986

TIPS ON WRITING A COVER LETTER

1. Your cover letter should be no longer than one page.
2. It should be an introduction to your resume, not a review of it.
3. It should be simple and direct, with no typos, grammatical, or spelling errors.
4. Use a quality 8 1/2" x 11" bond paper, preferably the same kind of stock you used for your resume.
5. Keep copies of all your correspondence for future reference.

Source: *Job Notes '91 Curriculum*, Judith D. Randall, M.Ed., CAGS.

TAKE CARE OF YOURSELF

Don't forget to enjoy life while you are job hunting. Your morale and attitude will be visible to all around you. Here are some suggestions of things to do. Schedule them into your job search.

- Laugh out loud.
- Sit by a rushing stream.
- Take a long walk with a friend
- Listen to night sounds.
- Follow an impulse.
- Volunteer some time to a good cause.
- Let go of your guilt.
- Visit a lonely person.
- Let someone do you a favor.
- Take a flower to a friend.
- Talk to a pet.
- Be grateful.
- Slow Down.
- Let someone love you.
- Start a new project.
- Smile
- Make a new acquaintance.
- Hum the song in your heart.
- Hug someone.
- Reuse-reduce-recycle.
- Whistle.

(Adapted from the Mental Health Association of Oregon Calendar, 1978)

Hints on Job Search Techniques

1. All of the techniques listed in the JOB SEARCH TECHNIQUES QUIZ above are important. Use all of them.
2. Persistence (keep on keeping on) and support from others are two very important elements in the job search.
3. Accept and expect rejection. Getting turned down for a particular job doesn't mean you are a bad person, it just means this wasn't a good fit and that there is a more appropriate fit out there waiting for you.
4. Don't put all your eggs in one basket. Be sure to get several possibilities going at the same time so that you have a choice.
5. Be sure to write thank you notes!!!
6. Job hunting is a time consuming process. It can/should take up as much as 35 hours a week.
7. The best job search plan is organized and carefully thought out. The "just go with the flow" plan is not the most effective.

Source: *Career and Life Planning Curriculum*, Displaced Homemakers Project, Augusta, Maine.

Answers to Job Search Quiz

- | | |
|------|------|
| 4 a. | 2 e. |
| 5 b. | 3 f. |
| 6 c. | 7 g. |
| 1 d. | 8 h. |
| | 9 i. |



What to Do If You Can't Get a Job

In many fields and in some parts of the country, jobs are harder to get than they were a few years ago. This adds another dimension to the already complex process of obtaining a first job or a new position. Here are some things you may do to increase your long-term career prospects.

Use a Temporary Job Service.

More and more employers are turning to temporary employees to recruit staff for peak periods or to avoid the commitment that goes with normal hires. Temporary jobs pay you money, will help you learn more about the world of work, and may even help you meet a prospective employer.

Talk with Counselors.

Review your situation periodically with career counselors, including some that you may not have previously used. While in their offices, check bulletin boards and publications for new leads.

Take Any Job You Can Get to Move in Under the Tent.

Consider taking any job in an organization or field which interests you, even if it is not at the level for which you are prepared. Once you get inside an organization, you may make friends with people who can help you move up.

Think About Moving to a New Area.

Economic conditions are not the same all over the country. Read financial and other publications to help identify cities or states where jobs may be more plentiful. You might learn a lot by subscribing to one or two out-of-state newspapers and checking the classified ads.

Volunteer Your Services.

Ask to work, without pay, particularly if you like an organization or its field. Volunteers who do well may receive consideration when hiring does occur or you may make yourself indispensable by the level of your work. Hint: if you do volunteer, you should strive to get placed at a job which provides good experience.

Interview for Information.

Arrange appointments with employers and others in fields which interest you. Ask about status of the field, employment trends, and suggestions for additional contacts. This will help make you a more informed/better candidate and you may learn of potential employers.

Go on for Additional Education.

If jobs are tight in your field, do career counselors recommend additional training or advanced degrees to strengthen your qualifications?

Review Your Resume and Letters.

Often 200 people apply for a single opening so make sure your letter and resumes are as strong as you can produce. Ask experts to critique your documents. Attend workshops on job search skills. And while you are at it, take practice interviews.

Research Employers.

Today's competitive job market suggests you should research potential employers carefully to relate your application to employer needs and to help you demonstrate your strong interest in the employer.

SELECTED OCCUPATIONS IN MAINE WITH GREATER THAN AVERAGE PROJECTED GROWTH PROJECTIONS TO THE YEAR 2000

PRODUCTION/OPERATING/MAINTENANCE OCCUPATIONS

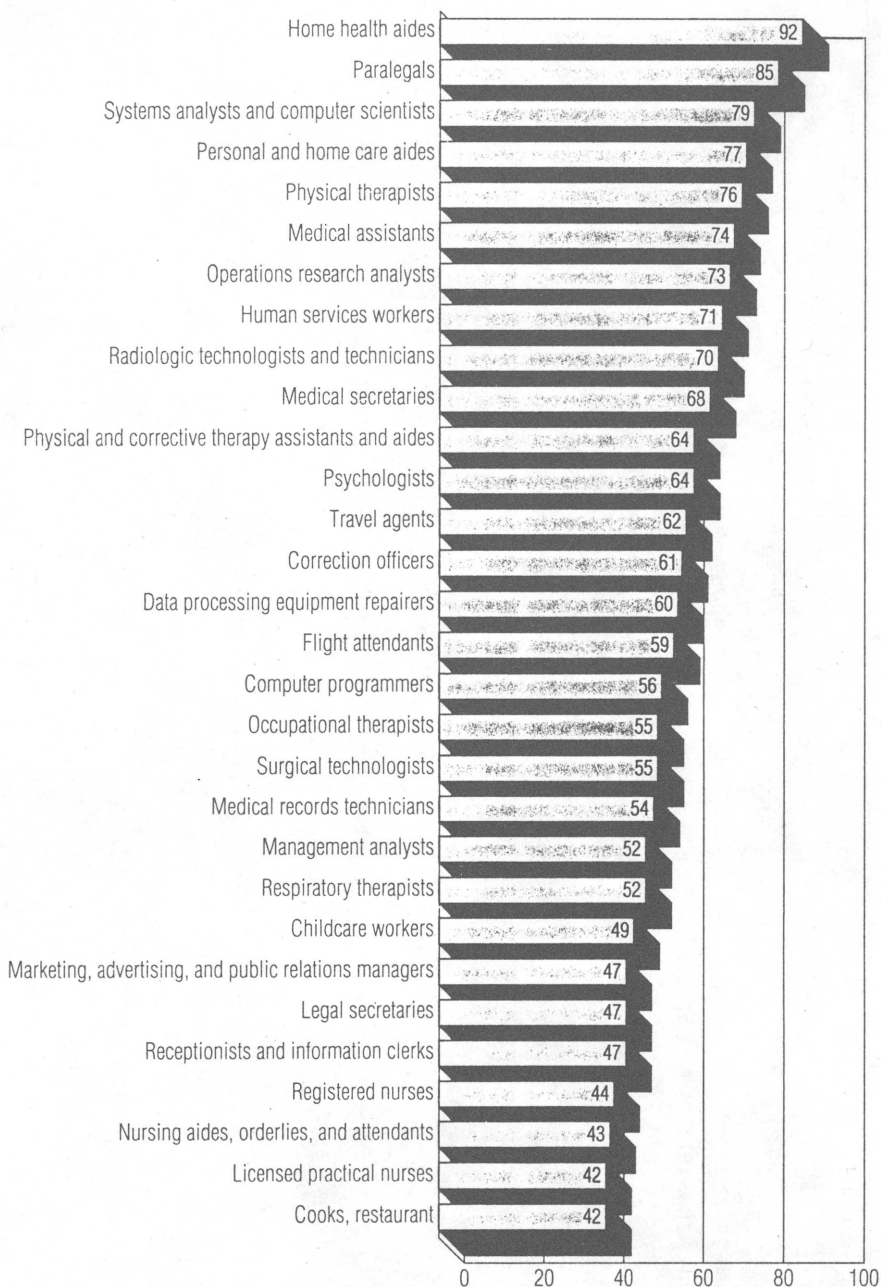
Production, Operating, and Maintenance occupations comprise the largest group of occupations within Maine's work force. Although their share of total employment is expected to decrease from 32 % in 1988 to 29 % in the year 2000, the table indicates that the number of persons employed in these occupations should increase. The occupations depicted below are projected to increase more than the overall average of 16 % in Maine to the year 2000. The reasons for these greater-than-average projected growth occupations are too numerous for this article. There is one common thread readily apparent, however, for the majority of these occupations. It is simply that some form of advanced education and training will be necessary in order to gain the minimal skills for entry into this sector of the work force.

TITLES	1988 EMPLOYMENT	2000 EMPLOYMENT	PERCENT CHANGE
PRODUCTION, OPERATING, AND MAINTENANCE OCCUPATIONS	188,900	204,637	8.3
Maintenance Repairers, Gen. Util.	5,807	6,954	19.8
Aircraft Mechanics	294	394	34.0
Small Engine Specialists	606	742	22.4
Data Processing Equip. Repairers.	116	191	64.7
Heating, A/C Mechanics	1,410	1,664	18.0
Office Machine Servicers	613	735	19.9
Tool & Die Makers	452	586	29.6
Boilermakers	177	212	19.8
Custom Tailors	569	701	23.2
Upholsterers	259	326	25.6
Dental Laboratory Technicians	173	295	70.5
Bakers, Manufacturing	295	388	31.5
Tool Machine Programmers	293	356	21.5
Machine Tool Operators	186	262	40.9
Laundry, Dry Cleaning Mach. Opr.	1,008	1,333	32.2
Precision Electronics Assemblers	831	1,032	24.2
Truck Drivers, Light	4,436	5,394	22.0
Aircraft Pilots/Flight Engineers	306	437	42.8
Operating Engineers	481	579	20.4
Refuse Collectors	513	844	64.5

Source: Maine Department of Labor, Division of Economic Analysis and Research,
OES Projections Series 1988--2000

Fastest growing occupations, projected 1990-2005

(percent)



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SPECIAL JOB SEARCH ISSUE